

Message Text

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ORIGIN SS-15

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DRAFTED BY S/S-S:D.PLANTY:MEM
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S/S-S:L.REDDY
S/S-O:R.GAMBLE
S/S-EX-L.PIPER
A-J.CLARK

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FM SECSTATE WASHDC
TO AMEMBASSY PANAMA IMMEDIATE

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E.O. 11652: N/A

TAGS: OVIP (CARTER, JIMMY)

SUBJECT: PRESIDENTIAL VISIT: SECRETARIAT STAFF REQUIRE-
MENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION OF THE PRESIDENT'S AND DEPUTY SECRETARY'S SCHEDULE, HELPS COORDINATE THE PREPARATION OF BRIEFING MATERIAL FOR THE PRESIDENT, AND IS RESPONSIBLE FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL FOR THE DEPUTY SECRETARY'S USE. S/S ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE DEPUTY SECRETARY'S PARTY (SEE SEPTTEL ON CABLE TRAFFIC) AND PROVIDES LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: A SECRETARIAT TEAM CONSISTING OF ONE
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OFFICER AND ONE SECRETARY WILL PRECEDE THE PRESIDENTIAL PARTY TO CONSULT WITH THE POST IN ENSURING THAT ALL REQUIREMENTS ARE UNDERSTOOD AND MET. NAMES AND ITINERARY OF ADVANCE TEAM WILL BE CABLED BY SEPTTEL.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN
S/S LIAISON OFFICER TO PROVIDE FULL-TIME ASSISTANCE TO

S/S FROM THE TIME OF THE ADVANCE TEAM'S ARRIVAL UNTIL AFTER THE PRESIDENT HAS LEFT. THIS IS TYPICALLY A MIDDLE-GRADE, SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT FUNCTION. HE OR SHE SHOULD BE FULLY READ INTO EMBASSY PREPARATIONS FOR THE VISIT AND PREPARED TO BRIEF THE S/S ADVANCE TEAM UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR THE S/S ADVANCE TEAM. THIS OFFICER SHOULD BE PREPARED TO ARRANGE FOR S/S ADVANCE TEAM TO MEET WITH ADMINISTRATIVE OFFICER, MARINE SECURITY GUARDS, C&R OFFICERS, PAO AND OTHER EMBASSY OFFICERS AS REQUIRED.

4. MEDIA REPORTS: ENGLISH LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTER WILL BE NEEDED ON A 24-HOUR BASIS, THE PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING, AT NOON AND BY 1800 IN THE EVENINGS. THE S/S ADVANCE TEAM WILL INDICATE THE DATE AND TIME WHEN THIS SERVICE SHOULD START. POST SHOULD ARRANGE TO HAVE MACHINES RUN UNATTENDED BETWEEN 2300 AND 0500. THE FOLLOWING CRITERIA APPLY:

-- REPRODUCE EACH STORY -- DO NOT FURNISH ORIGINALS TO S/S. EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT REPRODUCE TWO OR MORE STORIES ON THE SAME PAGE.
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-- ON DEPUTY SECRETARY'S COPY ONLY (ITSELF A PHOTOCOPY OF THE ORIGINAL), ATTACH A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION, TYPED ON THREE-BY-FIVE-INCH NOTEPAPER AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE.

-- INDIVIDUAL SUPERVISING THIS FUNCTION SHOULD CONFER WITH S/S ADVANCE TEAM TO ASSURE UNDERSTANDING OF PROCEDURES. THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON OFFICER.

TEN COPIES OF EACH OF THE LEADING ENGLISH AND SPANISH-LANGUAGE DAILIES SHOULD BE MADE AVAILABLE TO S/S BY 0600. TEN COPIES OF THE USIS WIRELESS FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED. US CURRENT NEWS WEEKLIES, I.E., TIME, NEWSWEEK ALSO SHOULD BE MADE AVAILABLE.

5. OFFICE SPACE FOR DEPUTY SECRETARY'S STAFF OFFICE (D STAFF): A LARGE DOUBLE ROOM CONVERTED TO AN OFFICE WILL BE NEEDED FOR THE DEPUTY SECRETARY'S IMMEDIATE STAFF.

MINIMUM REQUIREMENTS ARE:

- TWO DESKS OR WORKING TABLES
- TWO TYPEWRITERS AND TYPEWRITER STANDS
- DESK LAMPS
- OFFICE SUPPLIES
- COPY MACHINE

6. OFFICE SPACE FOR SECRETARIAT OFFICE (S/S): THE S/S OFFICE SHOULD BE ADJACENT TO THE DEPUTY SECRETARY'S STAFF OFFICE AND THE SENIOR STAFF OFFICE. IT SHOULD BE LOCATED AS CLOSE TO THE NSC AND WHITE HOUSE STAFF OFFICES AS POSSIBLE. TWO LARGE CONNECTING DOUBLE ROOMS CONVERTED TO AN OFFICE WILL BE NEEDED. MINIMUM REQUIREMENTS FOR THE LIMITED OFFICIAL USE

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S/S OFFICE ARE:

- FIVE DESKS OR WORKING TABLES
- FOUR TYPEWRITERS AND FOUR STANDS
- DESK LAMPS
- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)

7. OFFICE SPACE FOR THE SENIOR STAFF: THE SENIOR STAFF OFFICE SHOULD BE TWO LARGE DOUBLE ROOMS CONVERTED TO AN OFFICE FOR THE OFFICIAL PARTY. IT SHOULD BE EQUIPPED WITH DESK OR WORK TABLES, AND A MINIMUM OF TWO TYPEWRITERS, OFFICE SUPPLIES, ETC. BECAUSE OF THE REQUIREMENTS FOR CONTROLLED ACCESS TO OPEN STORAGE OF CLASSIFIED MATERIAL, THE SENIOR STAFF OFFICE SHOULD OCCUPY SPACE CONTIGUOUS WITH THE S/S OFFICE, WHENEVER POSSIBLE.

8. SECRETARIAL/COURIER ASSISTANCE:

A. THE SERVICES OF TWO TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS 24-HOUR BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. A SCHEDULE FOR COMPLETE SECRETARIAL COVERAGE SHOULD BE PREPARED AND PROVIDED TO THE ADVANCE TEAM.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT. TWO COURIERS WILL BE NECESSARY AT ALL TIMES FOR SIMULTANEOUS SERVICE BETWEEN THE HOTEL AND THE CHANCERY. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS

SHOULD BE PREPARED AND MADE AVAILABLE TO THE S/S TEAM UPON LIMITED OFFICIAL USE

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ARRIVAL. EACH COURIER SHOULD HAVE A BRIEFCASE WITH LOCKS IN WHICH HE WILL CARRY ALL TRAFFIC. THESE COURIERS ARE TO BE DEDICATED EXCLUSIVELY FOR USE BY THE EXECUTIVE SECRETARIAT (S/S), AND CANNOT BE RELEASED FOR OTHER DUTIES.

9. OFFICE MACHINES AND SUPPLIES: THIS IS IMPORTANT-- THE FOLLOWING OFFICE EQUIPMENT AND SUPPLIES WILL BE NEEDED:

-- TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

-- COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

-- OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3-INCH BY 5-INCH PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, AND DIPLOMATIC LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATIONS MEMORANDUM FORMS, INCOMING TELEGRAM FORMS, AIRGRAM FORMS.

10. DRAFT THANK-YOU NOTES FROM THE PRESIDENT AND THE DEPUTY SECRETARY TO APPROPRAITE FOREIGN OFFICIALS--AS DETERMINED BY POST--ARE TO BE PROVIDED TO THE S/S ADVANCE TEAM ON ARRIVAL. DRAFTS MUST INCLUDE EXACT ADDRESS AND CORRECT SALUTATION AND TITLES.

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11. VEHICLES: A VEHICLE FOR THE EXCLUSIVE USE OF THE S/S TEAM MUST BE AVAILABLE ON A 24-HOUR BASIS. CHRISTOPHER

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